

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

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USE LETTERHEAD STATIONERY

5 spaces

1 March 1967

10 spaces

REGISTERED MAIL

Mr. N. B. Smith
Chief, Regional Budget and
Accounting Office
Blank Typewriter Company
Troy, New York 12180

Attention: Mr. C. R. Brown

Dear Mr. Smith:

The letter form of correspondence is used by CIA officials to communicate with Government agencies or their officials and private individuals and organizations whenever use of the memorandum form is inappropriate.

If a date is used at the time of typing, type the date five lines below the last line of the letterhead and place it flush with the right margin. The finished letter should have a well-balanced appearance. The length of the message will control the margin settings.

Type in all caps any instructions for special handling, such as: SPECIAL DELIVERY, AIR MAIL, and REGISTERED MAIL. Place these instructions two lines above the address, flush with the left margin as shown in the address of this letter.

Begin the body of the letter two lines below the salutation line. Short letters of only one paragraph or one sentence may be double spaced. Type longer letters in single space and double space between the paragraphs. Indent the paragraphs five spaces but do not number them.

Type the complimentary close two lines below the last line of the body of the letter, beginning at 50 on the line indicator.

Type the name of the signing official five lines below, and centered with respect to, the complimentary close. Center the official's title immediately below his name. Place the title on two lines if it is necessary to do so. The official's name and title are typed in initial caps only.

At least one inch

For training purposes only ADMINISTRATIVE INTERNAL USE ONLY

6 spaces

Mr. N. B. Smith, Blank Typewriter Co., Troy, New York 12180

4 spaces

Place the heading for the continuation page six lines from the top of the paper and then space down four lines to begin the body of the correspondence. Plain bond is used for all continuation pages. The pages are to be numbered in arabic numerals at the bottom as shown in this copy, putting the number about one-half an inch from the edge of the paper.

If there is an enclosure with the letter, the enclosure is shown on the original as well as on the carbon copies. A single enclosure is not identified by a number.

When it is desired to indicate to the addressee that persons or agencies outside CIA are to receive carbon copies, list the recipients of these copies under "cc" on the original.

The distribution and the identifying line are shown only on the carbons retained in the Agency.

The defense classifications and control markings (if any) are stamped on the original and all carbon copies.

Very truly yours,

5 spaces

Oscar K. Letterwriter
Chief, Logistics Services Division

Enclosure:
Sample Correspondence